

**RESOLUTION SETTING PROCEDURE PURSUANT TO VILLAGE CODE
§300-13.2(E)**

WHEREAS, the Board of Historic Preservation and Architectural Review may adopt rules of procedure as it may deem necessary to the proper exercise of its responsibilities with regard to architectural review and historic preservation pursuant to Village Code §300-13.2(E); and

WHEREAS, the Board of Historic Preservation and Architectural Review has considered the following policies and desires to adopt said policies as rules of procedure pursuant to §300-13.2(E); and now therefore be it

RESOLVED, that the Board of Historic Preservation and Architectural Review hereby adopts the following rules of procedure:

- Applications must be submitted three weeks prior to the Board Meeting to be considered on the agenda. Revisions made to an application must be submitted seven days prior to the next meeting.
- Applicants shall have a maximum of seven minutes to make their initial presentation of their application to the Board (exclusive of answering Board questions). If the applicant requires additional time, the Board at its discretion can allow additional time and/or require the applicant to submit the remainder of the applicant's testimony in writing.
- Members of the public shall have a maximum three minutes to provide comments regarding applications at public hearings regarding pending applications. Should a speaker require additional time, comments can be submitted in writing to the Board.
- The current application shall be amended to include the following requirements:
 - a. Existing conditions photographs including aerial photographs of the entire site taken within two weeks of the application submission (i.e. showing clearly structures, existing trees, vegetation, etc.)
 - b. Landscape Plans – degree of detail dictated by the work to be performed indicated clearly (i.e. see example plant list indicating plant sizes, quantities, botanical name, common name, spacing, special remarks, Planting details, Existing vegetation shall be shown on plan indicating removal or to remain.
 - c. New Pool applications shall include a landscape plan indicating proper visual screening from neighbors and public view, gate details, fence details, all elements seen from the street shall be indicated clearly on the plan.
 - d. Grading and Drainage i.e. roof / site drainage calculations -drywell sizing where applicable, contours, spot elevations, Top and Bottom of wall elevations, wall details, etc.
 - e. All Plans submitted for Board review shall be to scale, half scale and in digital format (PDF)

- f. 3d Digital model required of all new Buildings and Pool Houses; Board may require 3d model of a structure if intent of design needs to be depicted in greater detail
- g. Show all exterior Lighting
- h. All Presentations to the Board via Meeting Display shall be submitted to the Building Department in PDF format 3 weeks prior to the meeting – PDF material shall be uploaded to the Village computer and broadcasted via Village computer at the meeting